

WebEx Description

Members and guests of the university of Valladolid can use WebEx to attend on line meetings with anyone who has an Internet connection, including mobile users. You will be connected via audio (and video when needed) and you can share content from your computer which lets you see the same things at the same time – like PowerPoint files, Word documents or even browse the web together. Within the meeting, you can “Pass the Ball” so any attendee can control the meeting and share.

In order to take the most of this tool, you need speakers, a microphone and a webcam. You also need to install some software: The WebEx app for mobile devices or a plugin for Internet navigators on laptops or desktops. Please, make sure everything works fine before attend a meeting.

WAYS TO JOIN A MEETING

Frequently you may be summoned via an email like this:

Hello,

José Manuel Gómez Valea invites you to join this WebEx meeting.

ISLE Meeting 26th Sep Monday Morning session
Monday, September 26, 2016
8:30 am | Europe Summer Time (Madrid, GMT+02:00) | 6 hrs
Meeting number (access code): 959 097 904
Meeting password: 009009


[Add to Calendar](#) When it's time, [join the meeting](#).

Join from a video system or application
Dial [959097904@uvaes.webex.com](tel:959097904)

Join by phone
+34 91791 1283 Spain toll
[Global call-in numbers](#)

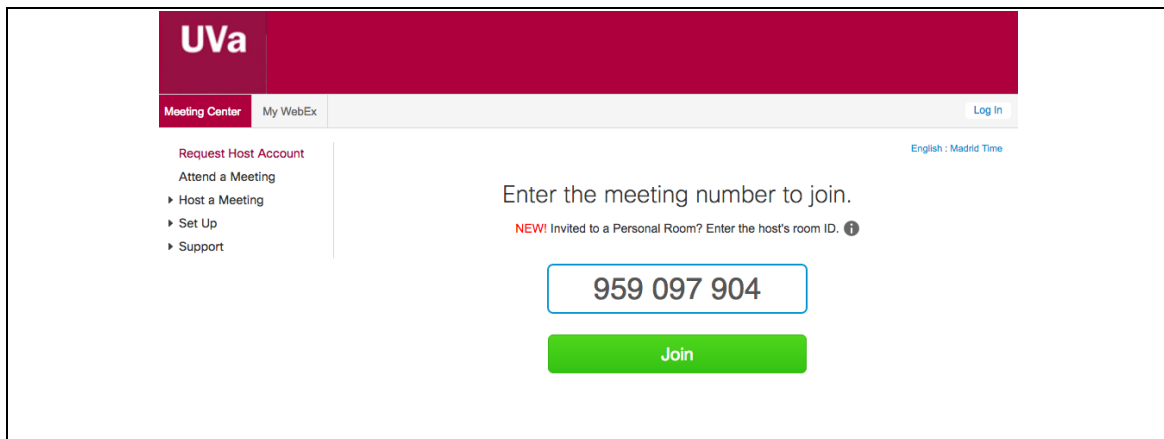
[Can't join the meeting?](#)

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information recordings. If you do not consent to being recorded, discuss your concerns with the host or

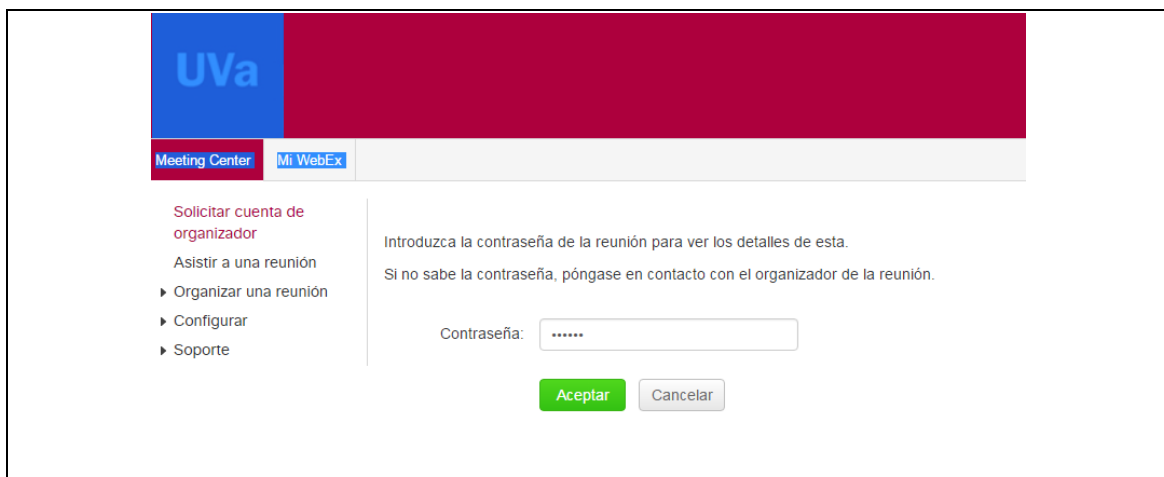

ICS
WebEx_Meeting.ics

And you can join the meeting by clicking “join the meeting”.

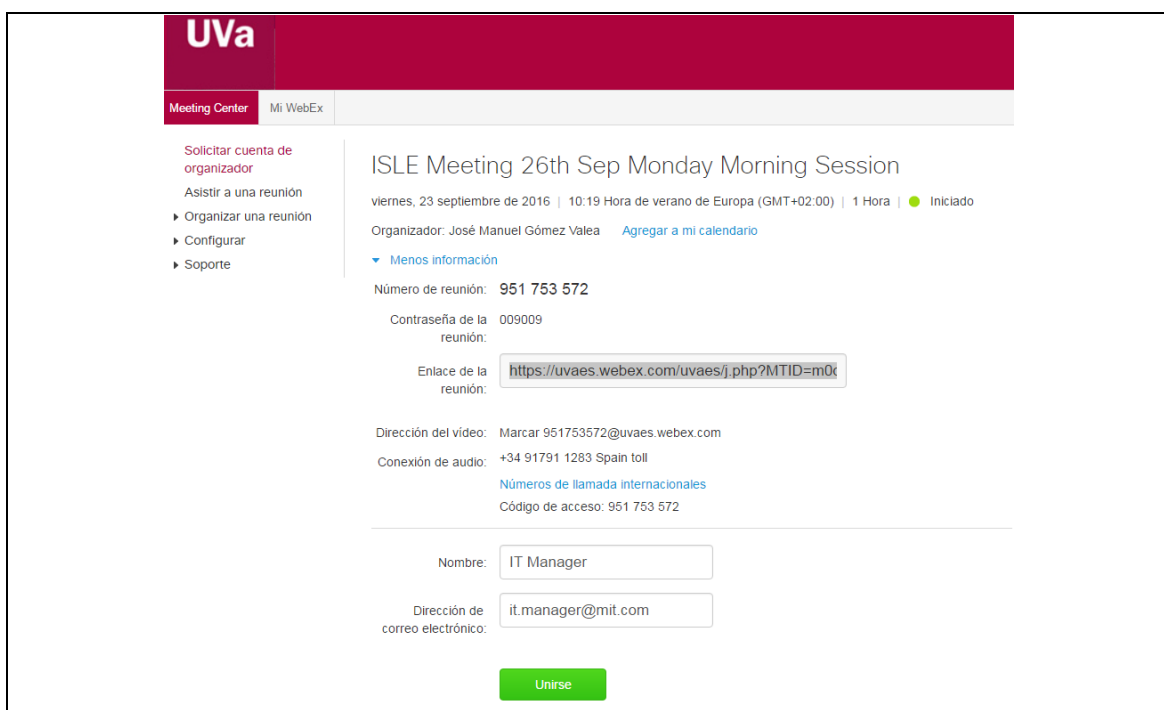
Alternatively, it is possible to access WebEx through <https://uvaes.webex.com>, and get into the room by entering the 9-digit meeting number (access code) shown in the example above as 959 097 904 ...



... and the password included in the email (009009):



Finally, supply your name and email account that will identify you in the meeting room, IT Manager and it.manager@mit.com in the next example:

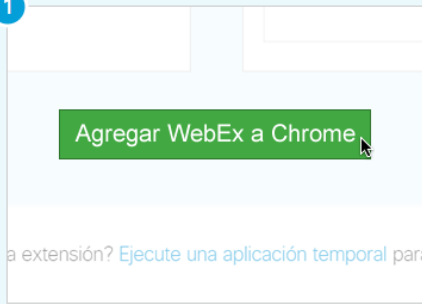


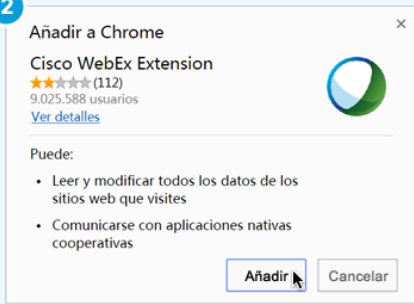
WebEx SET UP FOR PC

Once you have gone through the process as described, you'll enter the room unless it is your first time. In this case, you'll be asked to install a plugin for the web browser. Next is an example with Chrome.

Paso 1 de 2: Agregar WebEx a Chrome

Siga este proceso único para unirse rápidamente a todas las reuniones de WebEx rápidamente.

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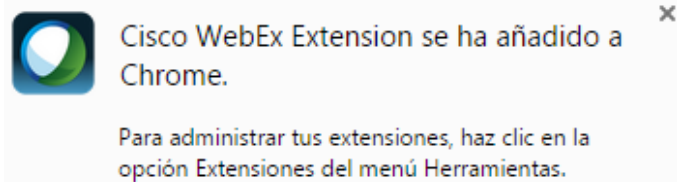
Seleccione **Agregar WebEx a Chrome**.
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Seleccione **Añadir**.

Agregar WebEx a Chrome

¿Desea utilizar una extensión? [Ejecute una aplicación temporal](#) para unirse a esta reunión.

Please check it has been installed successfully.

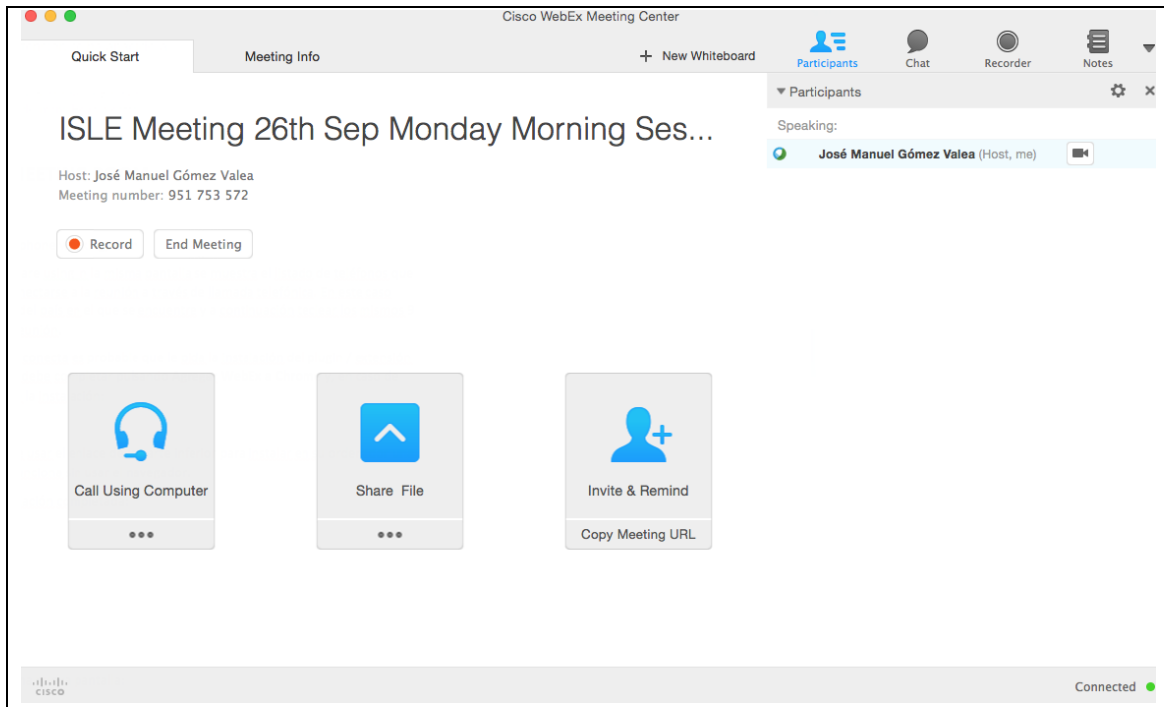


Cisco WebEx Extension se ha añadido a Chrome.

Para administrar tus extensiones, haz clic en la opción Extensiones del menú Herramientas.

ONCE INTO THE MEETING ROOM

It looks like this:



TABS

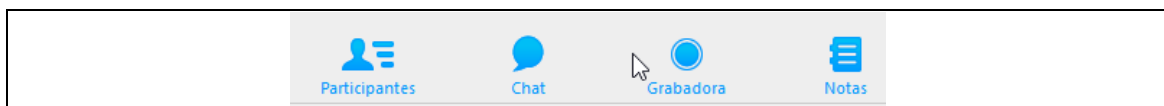
There are two tabs, "Quick Start" and "Meeting Info". The first one is the main one.

More tabs are shown when some assistant open files to share (like PowerPoint presentations and many other formats).

You can maximize/reduce/hide/close tabs for your convenience.

PANELS

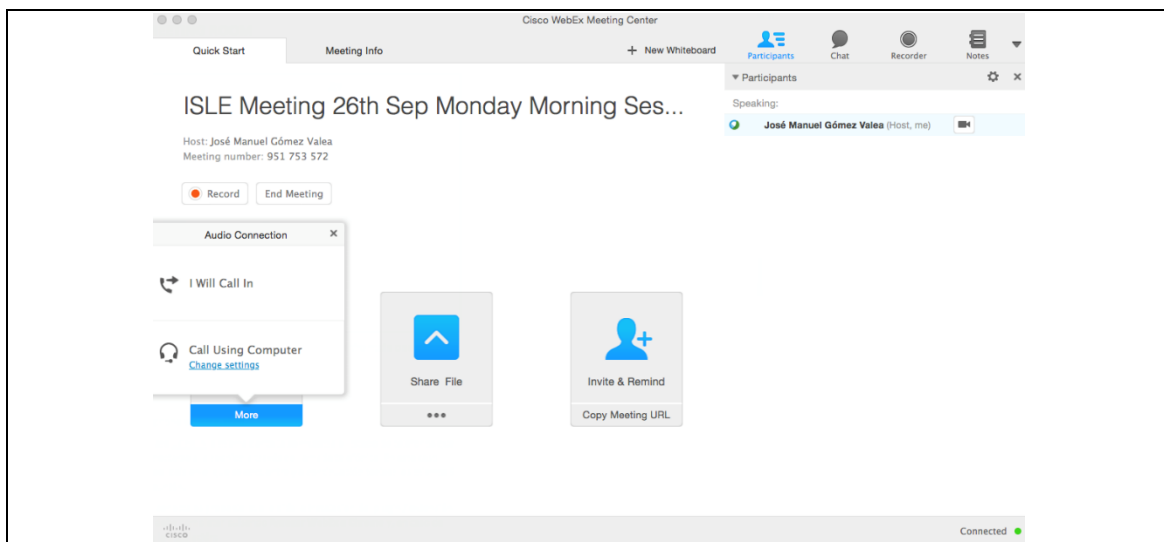
There are several panels you can hide/see in the "Quick Start" tab: Participants, chat, recorder and notes.



AUDIO SET UP

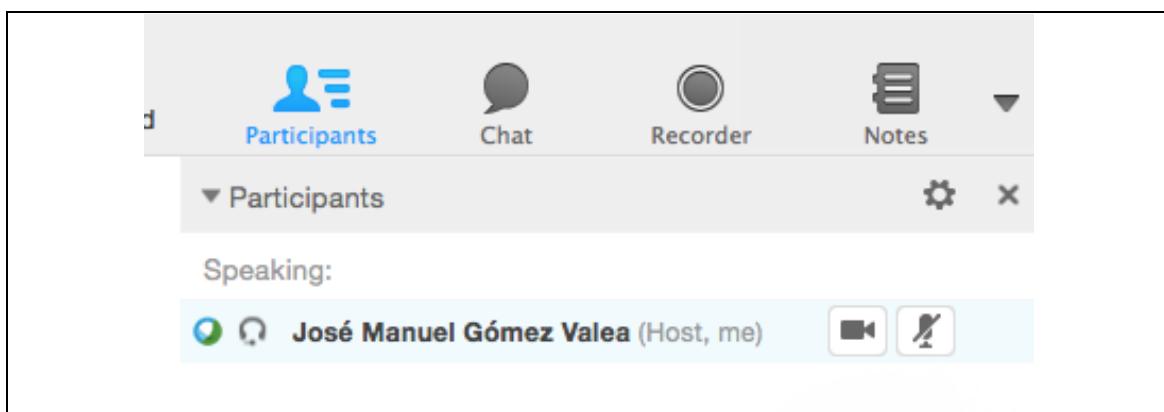
No audio from you is started automatically.

You can select “Call Using Computer” if you have a working microphone in your system. Otherwise, you can use a telephone line by dialling the number +34 917 911 283 from Spain, or choose another one from your country. You’ll find all global call-in numbers in the “I will call in” option.



In order to fine-tune your microphone and speakers, click on the three dots below the “Call Using the computer” box.

It’s possible to switch on/off your microphone by clicking the micro button in the “Participants” panel. Same for video. In this example, the micro is on and the video is off:

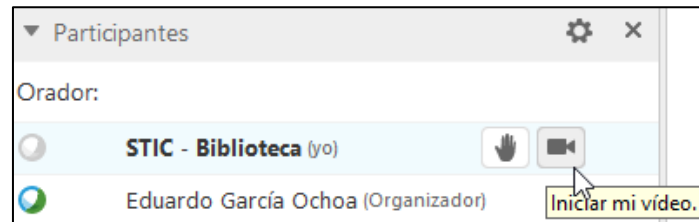


RECOMMENDATION: Keep switched off your microphone when no needed, so as not to induce noise in the communication.

VIDEO SET UP

No video from you is started automatically.

If your system has a working camera, you can transmit video by clicking the small camera icon:



SHARING FILES

You can share an application in your computer by clicking the three dots in the “Share File” box, or a file by clicking the box. It will appear in a new tab, next to the previous ones like “Quick Start” and “Meeting Info”.

INVITING AND REMINDING

In the “Quick Start” tab there is a box to invite or remind people to join the meeting. You’ll find it easy to use, no explanation is needed.